PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION
FIVE MIDDLESEX AVENUE, SUITE 304 | SOMERVILLE, MA 02145

Money Manager Checklist

We have developed this checklist as a reference prior to sending procurement packets to PERAC. Please use as a guide to assist you with the documents required for money managers. This checklist can be used for new hires as well as rehires. The collective investment trustee and the underlying money manager must complete this form (*if applicable*).

1 General Information:

Board -

Date Received -

Manager - (including pooled funds)

Investment - (specific name must be stated)

Asset Type (check one) -

- ❍ Domestic Equity
- ❍ Domestic Fixed Income
- ❍ Alternative / Private Equity
- ❍ Hedge Fund of Funds
- ❍ International Equity
- ❍ International Fixed Income
- ❍ Real Estate

2 ✔ Checklist:

Please ensure you have all required documentation listed to the right prior to submitting your procurement package to PERAC.

- ☐ 1. Vendor Contact Information Form
- ☐ 2. Retirement Board Procurement Compliance Certification *(Complete in PROSPER)*
- ☐ 3. Vendor Certification
- ☐ 4. Vendor Disclosures Form
- ☐ 5. Placement Agent Statement (*Please include all attachments*)
- ☐ 6. Retirement Board Prohibited Investment Compliance *(Complete in PROSPER)*
- ☐ 7. Retirement Board Certification of Consultant Reports *(Complete in PROSPER. Please attach consultant report. If no consultant is retained by the board, please attach the board's evaluation materials.)*
- ☐ 8. Retirement Board Member Certification *(Complete in PROSPER. One for each board member)*

3 This procurement package is for a (check one)

❍ New Hire ❍ Rehire